

From: [Paisley, Eric](#)
To: [Bokun, Lisa](#)
Cc: [Ragon, Derek](#); [Cable, Gregory](#); [Weece, Adam](#); [Christian, Doretha](#); [Loesel, Matthew](#); gbrown@hc-inc.net; [Hyson, David](#); [Johnson, WilliamG2 \(Billy\)](#); [Moore, Gary](#)
Subject: Re: PLEASE READ: Process for Check-in
Date: Friday, September 15, 2017 5:36:41 PM

Check in process for Alpha and Charlie Branch

Alpha Branch

Sign-in at front desk. Go to either Operations Section Chief or the Planning Section Chief. Check-in with them and they will guide person to the EPA Resources (START). Resources will send them to the HCI Logistics representative to receive lodging assignment. Individual will provide name, assignment and demob date. Individual will then receive a walk through of assigned trailer to instruct them on proper trailer operations.

Charlie Branch

Arrive at Jack Brooks Airport and report to trailer #21 HCI Logistics representative (910-988-8749) Greg Brown. Trailer will identified with HCI sign on door. Individual will provide name, assignment and demob date. HCI will issue trailer and conduct a trailer walk through and instruct them on proper trailer operations.

Sent from my iPad

On Sep 15, 2017, at 3:18 PM, Bokun, Lisa <Bokun.Lisa@epa.gov> wrote:

Sign-in at front desk. Go to either Operations Section Chief or the Planning Section Chief for EPA. Check-in with them and they will guide person to the EPA Resources START. That person will make sure to contact Rob/Contractor about getting trailer and then check person in to Dallas via email.